



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

**MEMORANDUM FOR:** Distribution

**DATE ISSUED:** March 19, 2026

**FROM:** Shalanda L. Capehart, Acting Chief Privacy Officer

**SUBJECT:** Attestation of Non-Use of Live Data or PII in Non-Production Environments

### 1. PURPOSE

The purpose of this memorandum is to remind system owners and program offices of HUD privacy expectations regarding the use of live data or personally identifiable information (PII) in non-production environments. This memorandum also establishes an attestation process for system owners to confirm that live data or PII is not used in development, testing, staging, or other non-production environments, except where explicitly approved and documented.

This effort supports HUD's privacy compliance obligations and addresses a recommendation from the Office of Inspector General (OIG) to strengthen controls and oversight related to the use of live data or PII in non-production environments.

### 2. SCOPE

This memorandum applies to all HUD program offices and all HUD information systems with non-production environments, including development, testing, and staging. It applies to system owners, program managers, and contractors responsible for system development or maintenance.

### 3. AUTHORITY

All HUD employees and contractors are obligated to safeguard PII, as described in numerous federal statutes and regulations, including:

- a. Privacy Act of 1974, 5 U.S.C. § 552a
- b. E-Government Act of 2002, Public Law 107-347, Section 208
- c. Federal Information Security Modernization Act of 2014 (FISMA), 44 U.S.C. § 3551, et seq., as amended
- d. OMB Circular A-130, *Managing Information as a Strategic Resource*

### 4. GUIDANCE

HUD policy prohibits the use of live data or PII in non-production environments unless such use is operationally necessary and explicitly approved and documented in accordance with applicable privacy requirements. System Owners must complete an Attestation of Non-Use of Live Data or

PII certifying compliance with this memorandum. The attestation serves as governance and accountability control and does not replace independent privacy oversight or compliance reviews.

**I. Attestation Requirements**

To support this effort, System Owners will complete and sign the attestation for applicable systems and update the attestation when system functionality, environments, or data handling practices materially change once every 90 days. Completed attestations must be provided to the Privacy Office as part of applicable compliance activities.

**II. Privacy Office Oversight**

The Privacy Office will maintain submitted attestations, conduct periodic compliance reviews to validate accuracy, document findings, and coordinate remediation actions when necessary. Additional documentation or follow-up reviews may be requested to confirm compliance.

**III. Effective Date**

This memorandum is effective upon issuance and remains in effect until superseded or rescinded.

**5. Additional Information**

This Memorandum does not rescind, modify, or replace any existing HUD Privacy Office Memorandum.

Please direct all inquiries regarding the HUD Privacy Program to the Privacy Office at [privacy@hud.gov](mailto:privacy@hud.gov).

FOR DISTRIBUTION: All Privacy Liaison Officers